

DUTY STATEMENT

CEC-004 (Revised 04/16)

CALIFORNIA ENERGY COMMISSION

Classification: Associate Energy Specialist (EFF)	Position No. 410-4938-xxx
CBID: R10	Office: Appliances and Outreach and Education
Date Prepared: August 3, 2016	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Associate Energy Specialist (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Outreach and Education Office of the Efficiency Division. The incumbent will perform responsible, varied and complex technical and analytical work which requires, on a regular basis, a high level of knowledge, skill, and ability that is demonstrably above the journey level in the field of appliance efficiency for certification, enforcement, and outreach program activities.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 40% Serve as team member responsible for portions of the development, adoption, and implementation of federal appliance efficiency standards, particularly in areas related to existing building energy efficiency, including plug-load efficiency, space heating and cooling, water heating, and lighting. Prepare presentations and analysis for both formal and informal federal regulatory negotiations and consensus-building groups, public meetings on federal appliance standards, and technical advocacy group calls and discussions on federal appliance standards. Prepare draft comment letters to the U.S. Department of Energy and the U.S. Environmental Protection Agency related to the improvement or development of federal appliance efficiency standards. Track and analyze federal appliance efficiency rulemakings and determine impact on state efficiency programs. (E)
- 30% As part of a team, provide technical input for portions of the iterative development, adoption, and implementation of the Appliance Efficiency Regulations, in particular the rapidly developing fields of consumer electronics and lighting technologies. Perform analysis and provide technical advice to policymakers on new and revised statewide appliance regulations critical for achieving the goals of the Clean Energy and Pollution Reduction Act of 2015 (SB 350), the Lighting Efficiency & Toxics Reduction Act (AB 1109), the Global Warming Solutions Act (AB 32), and the California Long Term Energy Efficiency Strategic Plan. Serve as team member on visible/controversial issues that will include direct contact with representatives of the California Public Utilities Commission, the U.S. Department of Energy, California's investor-owned utilities, and major industry trade associations such as

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the Consumer Electronics Association, the National Electrical Manufacturers Association, and the American Lighting Association. (E)

- 15% Prepare responses to program-related questions and requests made to the Energy Commission by stakeholders in energy efficiency policy, programs and technologies. Provide guidance to Commission management in responding to concerns or complaints voiced by regulated entities, including advising management on policy, regulatory, and programmatic changes. (E)
- 5% As part of a team, present conclusions and recommendations and advise Commission management, other governmental agencies, and others on appliance efficiency issues. (E)
- 5% Organize and attend workshops, hearings, and conferences on issues associated with appliance energy efficiency. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Vacant Date </div> <p>Associate Energy Specialist (EFF)</p>	<div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Leah Mohnney Date </div> <p>Acting Energy Commission Supervisor II (EFF)</p>